

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Administrative Specialist II

Band	Grade	
NE	618	
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbents are responsible for performing a wide variety of advanced technical and administrative work in support of program areas and activities throughout the City. Duties may include: performing research and preparing analytical reports; purchasing specialized supplies and equipment; contract administration; developing procedures; maintaining program databases; maintaining departmental records, policies and procedures; processing and maintaining personnel documents; and, tracking expenditures.		
DISTINGUISHING CHARACTERISTICS: The Administrative Specialist II is the third level of a four level administrative management support series. The Administrative Specialist II is distinguished from the Administrative Specialist I in that the Specialist II usually reports directly to positions in Grade 922 or above and as a result, has more decision-making authority and responsibility for equipment purchases, formal bidding procedures, contract administration, etc. The Specialist II is distinguished from the Supervisor in that the Specialist II does not have supervisory authority. The Administrative support series is distinguished from the Management support series in that the Administrative support series provides clerical and administrative support for departments and does not require a Bachelor's degree.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Coordinates and performs a variety of advanced departmental support activities to include: procuring specialized supplies, services and equipment; preparing and monitoring grant applications, public bidding processes, reviewing, coordinating and finalizing contract documents; contract award and project monitoring; preparing applications for licensing; preparing technical contract-related documents; and, coordinating departmental activities with other departments.	Daily	

New 02/08

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Administrative Specialist II

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
2.	Provides accounting activities to include monitoring budget and accounting for contract projects; preparing reports and other financial documents; and reviewing expenditures.	Daily	
3.	Works with management in resolving problems and handling sensitive issues by responding to requests and inquiries and handling complaints.	Daily	
4.	Performs special project activities to include preparing complex reports, utilizing specialized computer software, conducting surveys, performing legal research, and preparing documents for Council meetings.	Weekly	
5.	Creates and maintains program databases, departmental records, departmental personnel records and policy and procedural manuals.	Weekly	
6.	Participates in meetings and ensures department or City's interests are represented.	Weekly	
7.	Develops and assists management in implementing and monitoring Council policy objectives, federal and state law, City policies and procedures and operational standards and guidelines.	Monthly	
8.	Assists in the preparation of the departmental and/or capital improvement budgets; tracks expenditures; recommends transfers in expenditures; trains others in budgetary policies and constraints. May maintain special accounts such as the bond account and the restitution account.	Monthly	
9.	Coordinates special departmental programs such as volunteer programs, employee awards, victims assistance, and the Memorial Tree/Bench Program.	Weekly	
10.	Performs other duties of a similar nature or level.	As Required	

New 02/08

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Administrative Specialist II

Knowledge (position requirements at entry):

Knowledge of:

- Research methodology;
- Applicable laws and regulations related to area of assignment;
- Contract theories and principles;
- Budgeting theories and principles;
- Record keeping practices;
- Terminology and processes used in area of assignment;
- Complex mathematical computations;
- Basic accounting theories and principles;
- Filing systems;
- Business English;
- Telephone etiquette;
- Policy development techniques.

Skills (position requirements at entry):

Skill in:

- Performing job duties with limited direction by using discretion in following established policies and procedures which have a significant impact on the organization;
- Making decisions and supporting controversial positions with a high level of tact;
- Preparing and reviewing bid documents, contracts, technical reports and other documents;
- Composing confidential correspondence;
- Maintaining confidentiality;
- Gathering, organizing and analyzing data;
- Coordinating, organizing and managing multiple projects;
- Preparing budgets;
- Tracking budget revenue and expenditures;
- Developing policies, procedures, standards and guidelines;
- Interpreting policies and procedures;
- Resolving problems and handling sensitive matters;
- Procuring specialized materials, supplies and services;
- Providing lead direction to administrative staff;
- Creating and maintaining filing systems;
- Using office equipment such as phones, copiers and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

New 02/08

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Administrative Specialist II

Training and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.);
- Six months to one year of advanced study or training in a field related to area of assignment;
- Three years experience in area of assignment;

or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position may require:

- Valid Arizona Driver's License;
- Possession of or ability to obtain Notary Public Certification

Physical Requirements:

Positions in this class typically require: sitting, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Human Resources/Risk Management (jls)

Date: 02/08

New 02/08